

**REACH Project  
Advisory Board Meeting  
April 19, 2011**

**Participants:**

Elizabeth Ortiz de Valdez  
Doug Hirano  
Melanie Mitros  
Najla Bryant  
Kerrin Kleinschmidt  
Zeenat Mahal  
Taryn Watson  
Zipatly Mendoza  
Hong Chartrand  
Christy Zavala

**Introduction:**

Hong Chartrand opened the meeting by welcoming participants, giving a brief overview of the agenda and had the participants introduce themselves.

**Project Overview:**

Zipatly Mendoz provided an overview of the REACH project to increase the participants' understanding of the project. There are four components (assessments) that will be conducted during the MAPP process. Maricopa County doing local public health system assessment (June-August) submit results to CDC with report back in September. This will cover one of the largest components of the MAPP. As part of the MAPP, it is recommended to develop an advisory board to support the development of a community action plan. The advisory board would meet at least four times a year according to the by-laws. Advisory board would give overall advice and guidance to the project.

**MAPP Training:**

Hong facilitated a detailed training session on the MAPP project (See MAPP powerpoint slides for details on all information provided): Of the six phases of MAPP – the first five (planning processes) will be carried out during the first two years. The 6<sup>th</sup> phase – action cycle will be completed if additional funding is received.

**Concerns/Suggestions:**

- Concerned that it is very quantitative data driven and lacks qualitative, lengthy process. We need to capture the stories behind the data as well. Have some qualitative data and quotes from focus groups that will be shared with the advisory board.
- Depression needs to be included in the assessments. It has a great effect on diabetes and results from diabetes as well.

- Need to develop the planning process to have value within itself and not just with the goal of getting the implementation grant in case that funding doesn't come through.
- Verify whether or not we need to develop an action plan at the end of the second year.
- Ask CDC about cushion time between the end of the second year and the implementation phase of year 3.
- Need to develop the community in the development of the questions for the survey. Possibly hold focus groups in the community to develop the questions and then use those questions for the survey. The recruitment of community members will be the longest phase. Need active community members to go in and do the focus groups to get them done quickly.
- It would be good to see the questions developed for the focus groups for the advisory board. To see how broad or focused the questions were.

#### **Nominate Chair and Vice-Chair:**

The chairs were appointed at the end of the meeting so that participants had a better understanding of the project and what their commitment and roles might be.

Chair: Dr. Zeenat Mahal

Vice-Chair: Dr. Elizabeth Ortiz de Valdez

#### **Vote on Bylaws:**

A couple of minutes were provided to review the bylaws. Change the percentage of people that must attend the meeting from 50% to 4 people (page 3 section 4). This change will be made and the finalized bylaws will be sent out to all board members.

#### **Future Meetings:**

Meetings will occur on a monthly basis. The next proposed meeting is May 12<sup>th</sup> (9:30 -11:30). Doug Hirano will check and see if a meeting space is available. Kerrin Kleinschmidt will also check. Meetings will be set to occur the second Thursday of every month.

Public meeting law training will occur at the next meeting. Half hour training will be scheduled.